

**Superior Town Council  
Work Session**

**Thursday, January 04, 2007  
Superior Senior Center  
Superior, Arizona**

**M I N U T E S**

**A. Call to Order**

Mayor Hing called the meeting to order at 6:05 p.m.

**B. Salute to the Flag**

Mayor Hing led the Town Council, staff and the audience in the Pledge to the Flag.

**C. Roll Call**

**Members Present:** Mayor Hing, Councilmember Lopez, Councilmember Marquez, Councilmember Heglie

**Members Absent:** Councilmember Valenzuela, Councilmember Cervantes

## **D. Business: Possible Discussion and/or Action on the Following**

### **1. Lisa Maxwell; Presentation on the Arizona State Archives and Public Records**

Mayor Hing introduced Ms. Lisa Maxwell from the Arizona State Archives and Public Records. Ms. Maxwell gave a presentation on record retention law and regulations that affect government entities in Arizona. She explained which documents need to be saved and for how long and she also explained how records should be destroyed if they are eligible for destruction. She also explained how records should be stored and how to keep records safe.

Ms. Maxwell discussed how the public and other agencies can file complaints when communities are not in compliance with the laws and regulations. She explained how technology plays a role in saving documents however the agency does not recommend using electronic retention exclusively and recommends maintaining a paper copy since technology changes rapidly the type of media (CD, DVD, Flash Drives, and Zips) the information is stored on may become obsolete.

Ms. Maxwell answered questions regarding copies of documents such as copies of agenda's and minutes and other town documentation. She indicated that one copy/an original must be saved, but that the left over's of copies made can be disposed of as long as they do not indicate any notes written on them by

staff or the elected officials. She also encouraged the council and staff to contact her office should they need any assistance or have any questions.

## **2. Superior Fire Department; Proposal to initiate an active fire code enforcement program**

Assistant Fire Chief James Grey explained that the mission of the Superior Fire Department is to protect the community from fire and fire dangers and also to enforce the codes which will keep the community safe. He explained that the town needs to adopt an active fire code enforcement policy.

Asst. Chief Grey explained the difference between occupied and unoccupied buildings and how businesses need to follow certain fire codes that residential buildings do not. He also explained that new homes built within the community will need to have sprinkler systems installed.

The Mayor and council along with Asst. Chief Grey discussed how implementation of the new code would affect current staff and what it would cost to train existing staff on the new codes.

Mayor Hing asked Asst. Chief Grey to report back to the council with a plan to implement the code with the current personnel and find out if the implementation and training costs were included in the current budget.

#### **D. Adjournment**

Mayor Hing asked for a motion to adjourn. Councilmember Lopez made a motion to adjourn the meeting. Councilmember Marquez seconded the motion. The work session meeting adjourned at 7:05 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the Town Council of the Town of Superior held on the 18<sup>th</sup> day of January 2007. I further certify that the meeting was duly called and held and that a quorum was present.

/s/  
Elizabeth  
Magallanez\_\_\_\_\_

Elizabeth Magallanez,

Interim

Deputy Town  
Clerk

These minutes have been transcribed and compiled  
by  
Mila Lira  
Miracle Executive Services  
[www.miracleexecutiveservices.com](http://www.miracleexecutiveservices.com)

Minutes approved at Regular Town Council Meeting  
2-01-2007